

# Employee Training Record

[example]

Employee name: Mike Masternak Date hired: 3/19/2001

| Training topic   | Date      | Instructor                |
|--|-----------|---------------------------|
| Employee Safety Orientation (see checklist)  | 3/20/2001 | Pete VanWert              |
| Verified basic forklift operator training of 8/1998  | 3/20/2001 | Pete VanWert              |
| Hyster H110XM inspection & operation   | 3/20/2001 | Paul Wagoner              |
| Warehouse & loading dock procedures  | 3/21/2001 | Paul Wagoner              |
| Company motor vehicle policies & check ride  | 3/23/2001 | Paul Wagoner              |
| First aid certification  | 6/28/2001 | Garamond Safety Institute |
| Annual company-wide training day: fire extinguisher use, ladder safety, review of incidents  | 9/25/2001 | Pete VanWert              |
| Annual company-wide training day: locking-out equipment during adjustment/maintenance, safe lifting techniques, review of incidents. | 9/24/2002 | Pete VanWert              |
| Annual company-wide training day: identifying & reporting hazards, "road rage," review of incidents                                  | 9/23/2003 | Pete VanWert              |
| Responsibilities as a member of Safety Committee   | 9/24/2003 | Pete VanWert              |
| Re-evaluation on forklift operation  | 2/19/2004 | Paul Wagoner              |
| Annual company-wide training day: hearing conservation, winter driving, review of incidents  | 9/27/2005 | Pete VanWert              |
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